

# DSPD Quarterly Support Coordinator Meeting

utah department of  
**human services**  
SERVICES FOR PEOPLE WITH DISABILITIES

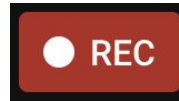


04/20/2022: 10:30 a.m. - 12 p.m.

---

# Housekeeping

- This meeting is being recorded



- Please mute your microphone



- Recording and PowerPoint will be available this Friday at:

[dspd.utah.gov/support-coordinators/](https://dspd.utah.gov/support-coordinators/)

- Questions? Type into chat or email [dspdinfo@utah.gov](mailto:dspdinfo@utah.gov)



# Agenda

- DSPD staff changes
- Legislative updates
- Employment updates
- Ongoing vs. one-time day support
- Focus on Finance training
- Q&A

# Staff Changes



- Amanda Barr - team lead assessment and support coordination team.
- Bruce Quaglia - technical writer
- Mandy Susaeta - Housing and community resources for clients on the waiting list and in services.
- Lauren Case - Conducting UCANS and casework
- Nikki Butterfield - Replaced Nancy
- Michael Carbone - Emergency team.
- Bryn Peterson - Managing the Community Inclusion, Employment, Privacy, and Compliance team

# Legislative Updates

## Funding for Provider Staffing

- The legislature approved \$24 million in ongoing appropriations and \$4.9 million in one-time spending for Home and Community Based Services and Intermediate Care Facilities.
- Increase of 19.54% to DSPD provider rates went into effect April 1.
- This must be used to increase salary and benefits of staff positions that spend 60% of time on direct care

# Legislative Updates

## Bringing People off the Waiting List

- Legislature approved \$6 million ongoing to bring about 400 people into services.
- People will be brought into services in small groups throughout the year. The first group of about 33 people will start services in July.
- 90% of funding to most critical needs. 10% to Limited Supports Waiver.



# Legislative Updates

## Caregiver Compensation

- Legislature approved funding to extend caregiver comp to June, 2023.
- Each caregiver and individual is limited to a maximum of 40/hours/week of caregiver comp.
- Often, the RFS committee will approve less than 40/hrs/week based on individual need.

# *Employment Updates*





# Employment Pathway Tool Updates



- The DSPD Employment Pathway Tool was introduced in September 2021. The tool should be completed within a calendar from that date as PCSPs came up.
  - Updated at least annually or more often as needed
- Conversations should be live and record or document the person's responses to the various conversation questions
- Pathway D is not recommended for sub-minimum wage and sheltered workshops. Pathway A is the recommendation

# Employment Pathway Tool

- The “Develop a Plan” section should be completed with each person and their support Team. Information in the section should include:
  - informed choice experiences participated in over the last year and plans for new experiences
  - identify the next steps to help person reach CIE Goals
  - Experiences are vital to informed choice for a person using primarily non-verbal communication

# How does the Pathway Tool support transition-age youth (14-24)?

- Start the discussion on employment
- Useful tool to coordinate between Support Coordinator, school and VR.
  - Align employment goals between DSPD, Education and VR.

<https://dspd.utah.gov/wp-content/uploads/2021/11/Employment-Pathway-Tool-Guide.pdf>

## Transition Age (14-24): Person-Centered Planning

Youth who are transition age (14-24) should have a Support Coordinator attending Individualized Education Plan (IEP) meetings as part of the Transition Team. In addition, an effort should be made to:

- Align goals between VR, the school district and the PCSP.
  - Create the same expectations for employment in the home, community and school.
  - Establish age-appropriate responsibilities and natural consequences in all settings.
- Build familiarity with accommodations, technology, devices and supports.
- Participate in an internship, or temporary seasonal and summer work experiences.
- Conduct virtual and in-person informational interviews.
- Develop social connections and engage in job development activities.

# Employment Pathway Tool Continued

- EPR: For a person using EPR under Pathway A, section should outline informed choice activities and how EPR will be used to help reach CIE goals.
- Updated PDF version of the tool available on DSPD website 4.19.21-  
[DSPD Employment Pathway Tool](#)



# EPR and Settings Meetings

DSPD is planning to meeting with individual Support Coordination Companies over the next few months to discuss:

- Employment Preparation Services (EPR)
- The Settings Rule
- Answer additional questions and concerns



# Ongoing vs. one-time day supports

Finance & Services

# USTEPS Restricted Services Code Report


There is a new report in USTEPS for you to view open restricted codes for anyone on your caseload.

Report will return restricted service code data for any restricted service codes that have either no end date or an end date in the future.


Provider indicated in the report is the provider in the person's PCSP for that service code open for the same dates as the restricted service.

Note: Report is being enhanced to allow user to view all restricted service codes, regardless of end date.

# USTEPS Restricted Services Code Report

  
utah department of human services

[Home](#) [Contact](#) [Sign Out](#) [UPI](#) [Help](#) [Admin](#) [Search](#) [Report](#) [CAPS](#)



Report Location

Support Coordination

Reports

Restricted Service Codes

Report Parameters:

Parameter Name	Parameter Value
View my caseload only?	Yes

Report Purpose

The purpose of this report is to view current plan data for restricted service codes.

Calculation Notes

Open plan service lines for restricted services are included in the report.

Instructions

Choose to view your caseload only or all caseloads you have access to view.

Report Owner


Chad D. Midgley

Output format

☒ HTML

☐ PDF

☐ EXCEL

 [View Report](#)

<sup>1</sup>Please wait for 20 seconds before you run the same report again.<sup>1</sup>



# USTEPS Restricted Services Code Report

## Restricted Service Codes

Support Coordination Company: ACTVB								
Support Coordinator: Ro Roog0								
PID	Consumer	Provider	Service Code	Kind	Rate	Start Date	End Date	Comment
	Je Horgb	CHRLF	DSG	D	\$94.23	07/01/2021		
	Je Horgb	CHRLF	RHS	D	\$198.95	07/01/2021		
	Ne Ridva	CHRLF	RHS	D	\$176.44	07/01/2021		
	Ne Ridva	LIVR	DSG	D	\$112.26	07/01/2021		
	Ga Burxr	CHRLF	DSG	D	\$91.64	07/01/2021		
	Ga Burxr	CHRLF	RHS	D	\$200.33	07/01/2021		
	Ga Burxr	UTAU	UTA	M	\$120.75	07/01/2019		
	La Dugtr	UTAU	UTP	D	\$22.83	07/01/2019		
	Em Kuha0	NORGU	DSG	D	\$70.98	07/01/2021		
	Em Kuha0	NORGU	RHS	D	\$199.63	07/01/2021		
	Ke Grera	LAUAP	HHS	D	\$200.21	07/01/2021		
	Wl Kuha0	CHRLF	DSI	Q	\$6.48	07/01/2021		
	Wl Kuha0	CHRLF	RHS	D	\$207.10	07/01/2021		
	Jo Phiyv	UTAU	UTA	M	\$120.75	07/01/2019		
	Jo Finyr	TURA	DSG	D	\$70.98	07/01/2021		
	Er Mooer	CHRLF	DSG	D	\$91.64	07/01/2021		
	Er Mooer	CHRLF	RHS	D	\$249.26	07/01/2021		
	Jo Weaxy	FOUAQ	DSG	D	\$91.64	07/01/2021		
	Jo Weaxy	FOUAQ	RHS	D	\$210.25	07/01/2021		
	Jo Weaxy	UTAU	UTA	T	\$4.85	05/01/2019		
	Jo Weaxy	UTAU	UTP	D	\$22.83	07/01/2019		
	Sp Arnby	CHRLF	DSG	D	\$132.92	07/01/2021		
	Sp Arnby	CHRLF	RHS	D	\$241.48	07/01/2021		
	Th Robre	COMZH	HHS	D	\$150.80	07/01/2021		
	Dy Mulyv		DSG	D	\$70.98	03/17/2024		246 ongoing units
	Dy Mulyv		EPR	D	\$70.98	03/17/2022	03/16/2024	
	Dy Mulyv	LAUAP	RHS	D	\$174.02	07/01/2021		365 ongoing units
	Dy Mulyv	UTAU	UTA	M	\$120.75	01/27/2021		12 ongoing units

# Focus on Finance

Closeout and other items

# Closeout Reminders

- Submit accurate timesheets and 520s no later than 20 days from the end of the billing period. During closeout, the date could be earlier.
- Payments received after this timeline could be denied.

# Closeout Reminders

- Work with your providers to review the Provider Payment Summary report for any unpaid billings. Per contract, providers should notify DSPD of any unpaid billings no more than 45 days from the time the original 520 was submitted
- Be certain what you approve, whether 520s or timesheets, are accurate and timely. Billings must be in compliance with Medicaid and audit guidelines.

# Other Finance Topics

UTA service codes: Decreased number of units or elimination of any UTA service codes from the client's budget should have a corresponding reduction in the client's budget and proforma budget.

Spenddown: During the PHE period, clients can still pay any unpaid spenddown. This will avoid SCE fee paybacks. The client's budget will still be reduced to the state match amount if spenddown is not paid within 90 days.

# Closeout Deadlines

**Final 520 submission date:** TBD, but mostly due at the end of the second week of July. An email will be sent as soon as we get the guideline.

**Aging Receivable Report:** Work with your clients and providers on this monthly report. It is imperative that the final report is complete and accurate. We will send an email about this early next month.



# Q&A

Type into chat or  
email  
[dspinfo@utah.gov](mailto:dspinfo@utah.gov)

The background of the slide is a faded image of the Utah State Capitol building, showing its iconic dome and classical columns.

# The Utah Plan for a Department of Health and Human Services

Subscribe to HHS Plan Updates

Subscribe

Health and Human Services Consolidation  
[hhsplan.utah.gov](https://hhsplan.utah.gov)



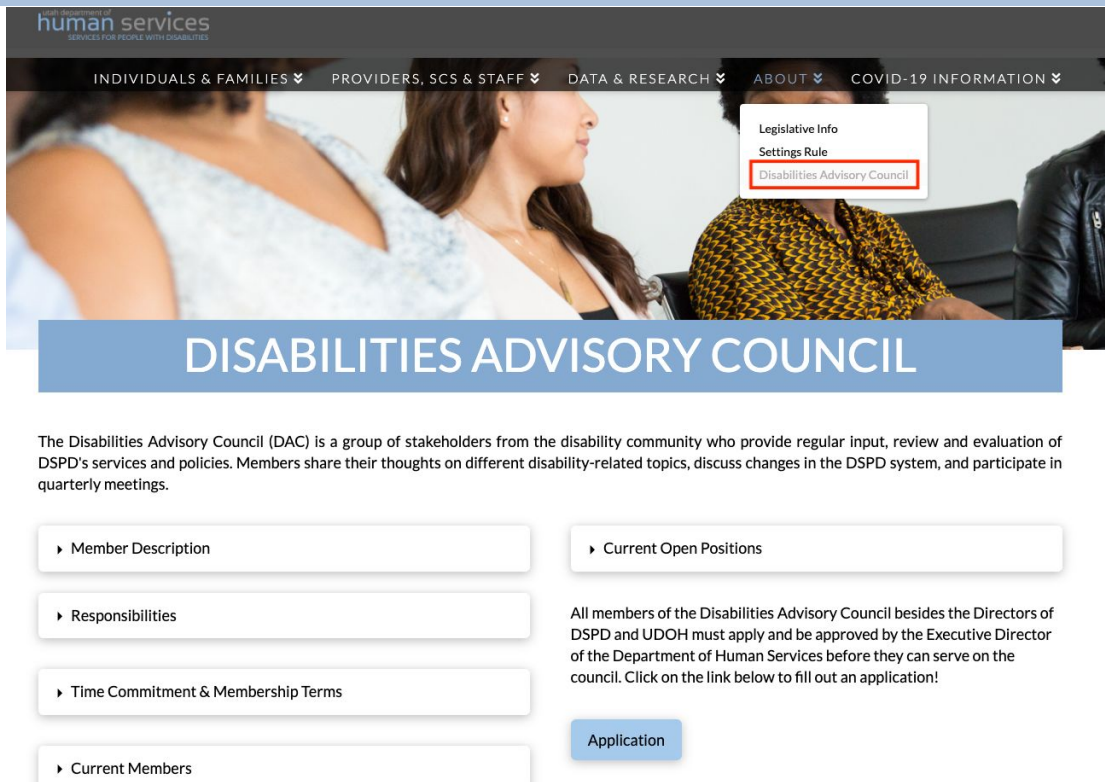
# Disability Advisory Council Meeting

Tuesday, May 24, 2022  
from 2-4 p.m.

- Reviewing  
applications

- Get more information  
at:

<https://dspd.utah.gov/disabilities-advisory-council/>



human services  
SERVICES FOR PEOPLE WITH DISABILITIES

INDIVIDUALS & FAMILIES ▾ PROVIDERS, SCS & STAFF ▾ DATA & RESEARCH ▾ ABOUT ▾ COVID-19 INFORMATION ▾

Legislative Info  
Settings Rule  
Disabilities Advisory Council

## DISABILITIES ADVISORY COUNCIL

The Disabilities Advisory Council (DAC) is a group of stakeholders from the disability community who provide regular input, review and evaluation of DSPD's services and policies. Members share their thoughts on different disability-related topics, discuss changes in the DSPD system, and participate in quarterly meetings.

- ▶ Member Description
- ▶ Responsibilities
- ▶ Time Commitment & Membership Terms
- ▶ Current Members
- ▶ Current Open Positions

All members of the Disabilities Advisory Council besides the Directors of DSPD and UDOH must apply and be approved by the Executive Director of the Department of Human Services before they can serve on the council. Click on the link below to fill out an application!

Application

# Next Self-Advocate and Family Gathering

- Wednesday, May 11, 2022
  - Day: 11:30 a.m. - 1 p.m.
  - Evening: 6:30-8 p.m.

[dspd.utah.gov/be-informed-and-be-involved/](https://dspd.utah.gov/be-informed-and-be-involved/)



## RESOURCES

Be Informed and Be Involved

Find a Support Coordinator

Find a Provider

Find a Community Engagement Resource

Emergency Preparedness

# Virtual Training

DSPD and DWS will co-host a virtual training for all support coordinators and case managers working within our system to talk about all things Medicaid.

- 10-11:30 a.m. June 1, 2022
- Video call link: <https://meet.google.com/bxb-ixue-ebs>, or  
dial: (US) +1 415-662-0454 PIN: 120 699 850#
- Watch your email for more details.

# Next Quarterly Support Coordinator Meeting

- Wednesday, July 20, 2022  
from 10:30 a.m. - 12 p.m.

[dspd.utah.gov/support-coordinators/](https://dspd.utah.gov/support-coordinators/)

